

Hollwedel Memorial Library

Credit Card Use Policy

The Hollwedel Memorial Library maintains a credit card for purchases supporting official business of the Library. The credit card is part of the Town of Pavilion's account, and subject to the Library's and Town's procurement policies and procedures, as well as any applicable local, state or other laws or regulations.

1. Authorized users shall be responsible for the credit card's use and shall not allow the card to be used by anyone else or for any unauthorized purchases.
2. Each authorized user is responsible for the protection of the credit card and shall immediately notify the Town if the card is lost or stolen.
3. Cash advances, cash withdrawals, and private expenses are not authorized credit card uses.
4. A limit of \$500 is set for any single purchase. Purchases of greater amount must be paid by check.
5. An original receipt detailing the goods and services purchased and a payment voucher must be provided for each credit card purchase.
6. Individual purchases must be allocated to the proper expense categories for bookkeeping and accounting purposes.
7. The Library Treasurer and Board of Trustees shall review credit card purchases and approve payments as per Board procedures.

Adopted March 2, 2016